

**DOCUMENT NAME: Purchase Order for  
Household Goods Shipment  
DOCUMENT TYPE: 17**

1. **Description:** Used for supportive services in connection with a GBL for unaccompanied baggage on PCS moves, and local moves authorized by District.
2. **Primary Forms:** CG-5398 (or OF-347), Order for Supplies or Services
3. **Related Forms:** \*CG-5131, Standard Travel Order For Military Personnel  
\*DD-214, Certificate of Release or Discharge from Active Duty  
DD-1299, Application for Shipment and/or Storage of Personal Property  
\*Authorization Letter for Retirement  
\*Housing Authorization Letter for Local Move

Note: \* One of these will apply to each shipment requiring a PO.

**4. Document Number:**

- a. For PCS move use the TONO number from the PCS orders.

SAMPLE: 17 04 G84PRA123

<u>Document Type</u>	<u>FY Funded</u>	<u>Last nine digits of TONO</u>	<u>Suffix</u>
17	04	G84PRA123	

- b. For District housing authorized move, use standard procedures for numbering.

<u>Document Type</u>	<u>FY Funded</u>	<u>Procurement Site Code</u>	<u>FY Contract Originated</u>	<u>Region</u>	<u>Program Element</u>	<u>Document Sequence</u>	<u>Suffix</u>
17	04	90	4	F	AB	001	

Note: Suffix of D00 will be assigned by FINCEN. If a member has more than one PO issued for the same TONO, subsequent PO's will be identified as D01, D02, etc.

**5. Accounting Line:**

- a. For PCS, the accounting line should be on orders or in the retirement letter. Object Class will be changed to 2221 for transportation of HHG-PCS.

SAMPLE: 2/P/401/299/21/0/SR/78040/2221

- b. For housing authorized local move, the accounting line should be in authorization letter from housing.

SAMPLE: 2/F/401/136/30/0/AB/12345/2221

**6. FINCEN Critical Processing Requirements:**

- a. Issuing units must ensure the following information is included on every submitted CG-5398 or OF-347 - Order for Supplies or Services

(1) DTCG number - block 3 (position 9 of the DTCG number should be a T.)

(2) Standard document/travel order number - block 4.

(3) Five digit OPFAC of Contracting Office - block 5.

(4) Complete unit name, address, and phone number - blocks 5 and 6.

(5) Complete vendor name and address - block 7.

(6) Accounting data - block 9.

(7) GBL number - block 14.

(8) Item description including member's name and SSN - block 17.

(9) Grand total - block 17i.

(10) Correct Mail To: instructions - Document Type 17 (Non TR/GBL), USCG Finance Center, P. O. Box 4114, Chesapeake, VA 23327-4114 - block 21.

(11) Contracting Authority signature - block 23.

- b. **LEGIBLE COPY OF PURCHASE ORDER WITH SUPPORTING DD-1299 AND ORDERS MUST BE SUBMITTED TO FINCEN.**

**7. Other Information:** None.**8. FPD Information:**

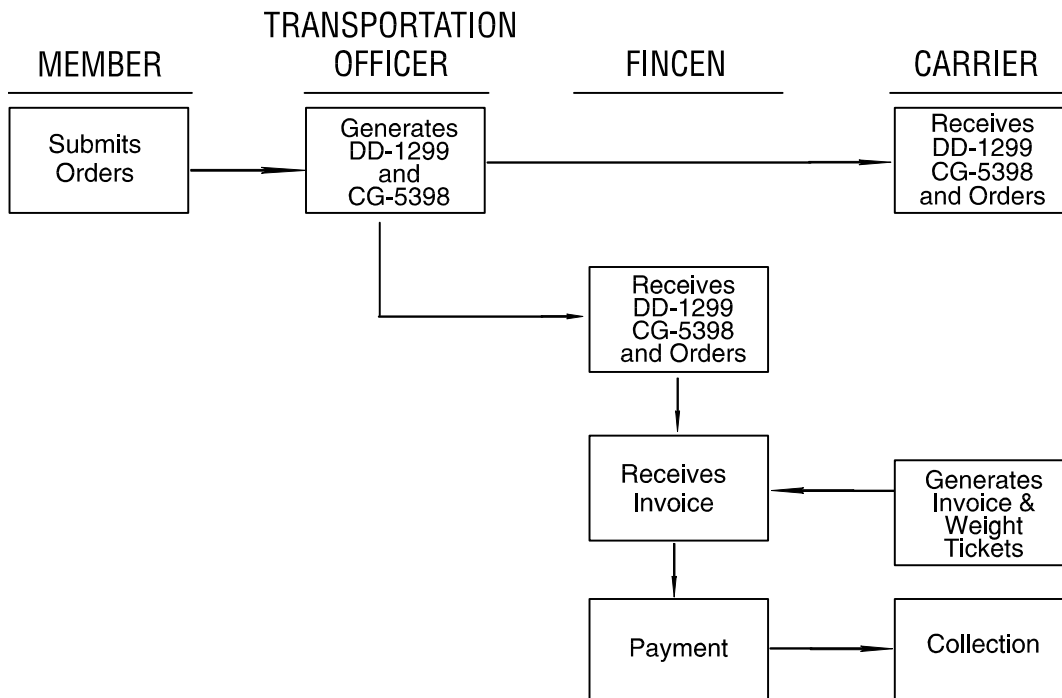
- a. Obligation will transmit electronically via FPD.

- b. A copy of the form should be mailed to FINCEN and should have the statement on the face of the document.

**"OBLIGATION TRANSMITTED ELECTRONICALLY VIA FPD"**

8. c. When transmitting to FINCEN, only the obligation accounting information (XA record) will be sent.

**9. Document Flow:**



**Figure 12C-22 Purchase Order for Household Goods Shipment**

- Figure 12C-22 describes the procedures for processing a Purchase Order for Household Goods Shipment.
- The member submits sufficient copies of orders to satisfy distribution requirements to the Transportation Office.
- The Transportation Office generates and forwards to the Carrier and Document Type 17 (Non TR/GBL), USCG Finance Center, P. O. Box 4114, Chesapeake, VA 23327-4114 a separate DD-1299, CG-5398 (or OF-347) and orders for each shipment. Block 3 of DD-1299 must be numbered in chronological order when two or more shipments are made on the same PCS orders.
- Carrier generates and forwards necessary documents for FINCEN to process for payment.

**10. Sample Forms:** See Figures 12C-23, 12C-24 and 12C-25.

**11. PES Report Sample:**

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	COMMIT	UNDELIVERED ORDERS	ACCRUED EXPEND	EXPEND
1704G84PRA123D00	103F	04100F242	78040	2221	0.00	0.00	0.00	80.00

**12. References:**

- a. COMDTINST M4050.6, Coast Guard Personal Property Transportation Manual.
- b. COMDTINST M4600.12, Travel Manual.
- c. Joint Federal Travel Regulations, Volume I.